



Cancel or Add a Meal Break

Note:

Cancelling a Meal Break is NOT recommended All team members should take meal breaks

How to Cancel a Meal Break

- Access the team member's timecard
- Select the Current Schedule Period from the Time Period dropdown menu

KR	ONOS"	Test13 Kronos Sign Out				¢2	👚 🛣	3				۲	Workspaces	•
1 UVA	Manager	Timecard	22 X											
Timecare			_											🗉 🌣
Kronos, T	at6RN	💌 🖣 1 of 1 🕨 32669								Load	ed: 9:42 Current Sci	nedule Period 🛛 💌	1 Employee(s) Selected 💌
イ -												0 B		. 🖅 -
Approve Timeoard												Print Refrest Timeoerd	Celoulate Totala	Seve Go To
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period	Schedule	
÷ ×	Sun 2/10			6:59		19:32				12.0	12.0	12.0	7:00-19:30	
± ×	Mon 2/11			6:58		19:35				12.0	12.0	24.0	7:00-15:30	
	Tue 2/12											24.0		
🛨 🗵	Wed 2/13											24.0		
	Thu 2/14											24.0		
• ×	Fri 2/15											24.0		•
							T							
Totala	Accruals	Audita												
All		Account	-											
														•

• Right Click on the Out punch on the day the meal break is to be cancelled

🟦 UV/	A Manager	Timecard	≤ ×								
Timecar	d	_									
Kronos, T	est6RN .	🛛 🖣 1 of 1 🕨 32669	•							Loso	ded: 9:4
 . 											
Approv Timeoar	e d										
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	
+ ×	Sun 2/10			6:59		19:32	Punch Acti	ons		ſ	
+ ×	Mon 2/11			6:58		19:35	1				
• ×	Tue 2/12						Date:	2/11/2	2019		
• ×	Wed 2/13						Time	19:35			
• ×	Thu 2/14						Bounded Time:	2/11/2	2010 10-30 GMT-05-00		
÷ ×	Fri 2/15						Override:	Out Pi	unch		
							Time Zene:	(GMT	05:00) Featers Time (USA: Canada)	
Total	a Accruals A	udits					Last Esit Data:	2/19/2	2010	oon, canada)	
All		Account	-				East Edit Date.	2/10/2	2019		
							Edit Made By:	Krono	a, leatia		
								_			
										重な	
							Edit Com	mento		Exception	



- Select Edit Punch and the screen will open
 - From the *Cancel Deduction dropdown* select *All* at the bottom (Selecting All will remove any meal deduction for the day)

🕈 UVA I	Manager	Timecard	Ø X					
mecard		_						
onos. Tes	t6RN	1 of 1 32669						
		-						
v .							Punch	
Approve								
Timeoard							Date:	2/11/2019
	Date	Pay Code	Amount	In	Transfer	Out	Time (H:mm) *	19:35
+ ×	Sun 2/10			6:59		19:32	Devendent Times	2/11/2010 10:20 CMT 05:00
+ ×	Mon 2/11			6:58		19:35	Hounded Time:	2/11/2019 19:30 001-05:00
• ×	Tue 2/12						Override:	Out Punch
+ ×	Wed 2/13						Time Zone:	(GMT -05:00) Eastern Time (US
• •	Thu 2/14						Cancel Deduction:	All
	110 2/14						Exceptions	<none></none>
	Fri 2/15							All
+ ×	Sat 2/16			7:00		19:29	Comments:	
+ ×	Sun 2/17			6:59		19:30		-
+ ×	Mon 2/18			6:58				

- Select OK
- Attach the appropriate comment to the Out Punch to provide detail

*	UVA	Manager	Timecard	≅ x										
Tim	ecard													□ \$
Kro	108, Tei	t6RN 💌	€ 1 of 1 🕨 32669								Losded: 10:53 Curr	ent Schedule Period	💌 📰 1 Employe	e(s) Selected 💌
	pprove imeoerd											Print Timecerd	Refresh Celoulete Totals	Save Do To
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period	Schedule
۲	×	Sun 2/10			6:59		19:32				12.0	12.0	12.0	7:00-19:30
÷	×	Mon 2/11			6:58		19:35				12.5	12.5	24.5	7:00-15:30

- Save the timecard
 - Total will increase by 30/60 min (team member's meal break)
- The red box indicates the cancel deduction

1	t uva	A Manager	Timecard	≤2 X					
Tin	necam	d	_						
Kro	onos, T	est6RN 💌	🖣 1 of 1 🕨 32669						
	* -								
	Approve	t d							
		Date	Pay Code	Amount	In	Tra			
÷	×	Sun 2/10			6:59	۲	Cancel D	eduction	
H	×	Mon 2/11			6:58	1		19:35	; "

•





How to Add a Meal Break

- Access the team member's timecard
- Select the Current Schedule Period from the Time Period dropdown menu

*	A Manager	Timecard	10 (×											
limecar	-													×.
cromon, 1	feaddha 🕞	1 of 1 > 32569									Loeded 9:53 Curren	Schedule Period	• III 1 Crojoyee	e(s) Selected 🛛 💽
1 . Approx												e		- 91V
	Date	Pay Code	Amount	-	Transfer	0	0	in .	Transfer	Out	SWIT	Daily	Feriod	Schedule
* *	Sun 2/10			6.50		19	12 *				12.0	12.0	12.0	7.00-19:30
* ×	Mon 2/11			0.58		19	15 *				12.0	12.0	24.0	7:00-15:00
 IS 	Tue 2/12												24.0	
	Wed 2/13												24.0	
• 18	Thu 2/14												24.0	
	Fri 2/18												24.0	
ŧ ĸ	Set 2/16			7.00		1 18	19				12.0	12.0	36.0	7.00-19.30
* *	Sun 2/17			8.90		10	10				12.0	12.0	48.0	700-1930
	Mon 2/18			6.58		19	10				12.8	12.5	60.5	7.00-15/30
							-							

• *Right Click* on the Out punch on the day the meal break is to be added

limecare	d													1
10000, 1	estőñin 💌	< 3 of 1 = 33666								Loaded 9	13 Curren	t Schedule Period	💌 🔟 1 Englisye	(x) Selected 💌
Y -												e Net Treasure	O II	B
	Date	Pay Code	Arcount	86.	Trac	nator	Out	In To	eafer 4	SM SM		Daily	Pariod	Schedule
	Sun 2/10			6.99			19:32	Punch Actions			20	12.0	12.0	7:00-19:90
	Mon 2/11			6.58	*		10:35				2.0	12.0	24.0	7.00-15:50
00	Tue 2/12							Date	2/18/2016				24.0	
B	Wee 2/13							The	10.30				24.0	
100	TNU 2/14								19.04	100000			24.0	
8	Fri 2/18							Rounded Tame.	2/18/2019 19:20 0	MT-05.00			24.0	
	Set 2/16			7:00			10.29	* Override:	Out Ponch		2.0	12.0	36.0	7:00-10:30
×	Sun 2/17			0.99	*		19:30	* Time Zone	(GMT-05:00) Easte	en Time (USA; Canada)	2.0	12.0	48.0	7:00-19:30
×	Mon 2/18			0.58		1	19.30	Cancel Deduction:	All		2.5	12.5	60.5	7.00-15.30
1 30	Tue 2/18							Exceptions:	Cencel Deputtion				60.5	
8	Wed 2/20							Leat Ealt Oute:	2/19/2019				90.5	
8	Thu 2/23							Exit Made By:	Kronos, Test13				92.5	
14	Fri 2/22												00.5	
00	Set 2/23									20			60.5	7:00-19:50
	5er 2/23							Em Connem		EQ.	Г		40.5	7.00-19

- Select Edit Punch and the screen will open
 - o From the Cancel Deduction dropdown select None





- Select OK
- Attach the appropriate comment to the Out Punch to provide detail

Tim	ecard												
Kro	108, Te	at6RN 💌	∜ 1 of 1 🕨 32569									Loaded: 9:53	Curren
A Ti	pprove meoerd												
		Date	Pay Code	Amount	In	Transfer	Out		In	Transfer	Out	Shift	
+	×	Sun 2/10			6:59	*	19:32	1	Comment				
+	×	Mon 2/11			6:58	1	19:35	٦					
+	×	Tue 2/12							Comments (1)	Add Comment			
+	\times	Wed 2/13											
÷	×	Thu 2/14							Meal Take	1			
÷	×	Fri 2/15							🛎 Team men	ber accidentally clicke	d no when punched out	t	
+	×	Sat 2/16			7:00	*	19:29	1	Add anothe	r note			
+	×	Sun 2/17			6:59	*	19:30	1					
+	×	Mon 2/18			6:58	۳	19:30	•				Cancel OK	
+	×	Tue 2/19											_

- Click the orange Save on the timecard to save the changes
 - \circ $\;$ lcon will turn gray to indicate changes have been saved.

Orange – active



Serve

 Total will decrease by 30/60 min (team member's meal break)

Shift	Daily	Period		
12.0	12.0	12.0		
12.0	12.0	24.0		
		24.0		
		24.0		
		24.0		
		24.0		
12.0	12.0	36.0		
12.0	12.0	48.0		
12.0	12.0	60.0		

• The red box indicates the *meal deduction* has been added



WVAHealth



Additional Questions?

- Call the Help Desk at 434-924-5334
 OR
- Go to KNOWLEDGELINK and enter a ticket online





See job aid located on the Kronos Welcome Page titled: Submit a Help Desk Ticket On-line